



Town of Harpswell

Planning Office
263 Mountain Road
P.O. Box 39
Harpswell, ME 04079

Mobile Food Handler's License **Application**

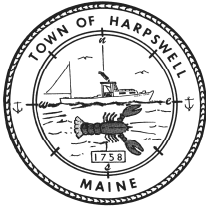
Dear Applicant:

Welcome to the Town of Harpswell Mobile Food Handler's License process.

The Board of Selectmen is responsible for the review and issuance of this license pursuant to the Mobile Food Handler's Ordinance. All decisions reached by the Board of Selectmen are in accordance with and governed by the Town of Harpswell's ordinances. Copies of all ordinances are available on line at www.harpswell.maine.gov or at the Town Office. It is recommended that you familiarize yourself with the requirements and standards of the Town's ordinances as applicable to your application review.

The regular meeting dates of the Harpswell Board of Selectmen are usually the 2nd and 4th Thursday of each month. A complete application must be submitted to the Planning Office **no later than fourteen (14) business days prior to the next meeting**. The proper application fee must accompany the application.

Attached is the Board of Selectmen mobile food handler's license application packet. Please refer to the ordinance as you prepare your application to determine completeness. You are encouraged to schedule a meeting with the Mark Eyerman, Town Planner to discuss your proposal. The Town Planner may be reached at (207) 833-5771 or e-mail at planner@town.harpswell.me.us.



Mobile Food Handler's License Application

Mobile Food Handler's License Application Requirements

Name of Applicant: _____

Mailing Address: _____ City or Town: _____

State: _____ Zip: _____ Telephone: _____

E-mail Address: _____

Name of Mobile Unit Owner: _____

Mailing Address: _____ City or Town: _____

State: _____ Zip: _____ Telephone: _____

E-mail Address: _____

Name of Operator: (If applicable) _____

Mailing Address: _____ City or Town: _____

State: _____ Zip: _____ Telephone: _____

E-mail Address: _____

The undersigned requests that the Board of Selectmen consider the following:

Subject Property(s): Tax Map: _____ Lot: _____ (and) Tax Map: _____ Lot: _____

Physical Address(es) or Location
description(s): _____

Signature of Applicant:

Date:



Mobile Food Handler's License
Application Requirements

A complete application to the Board of Selectmen consists of 10 copies of the following documentation.

1. ☐ Board of Selectmen Application
2. ☐ Receipt of Fee
3. ☐ Brief description of food products to be sold
4. ☐ Statement as to whether the applicant has been convicted of any crime, misdemeanor, or violation of any municipal ordinance
5. ☐ Hours and dates of operations
6. ☐ Sketch or photograph of mobile unit with measurements and associated parts listed including signage, lighting, and generators, if applicable
7. ☐ Sketch plan showing proposed location(s) of operation
8. ☐ Copy of written agreement by land owner for use of land and parking spaces
9. ☐ Copy of any State permit, including Department of Health and Human Services
10. ☐ Copy of certificate of insurance

Reviewed for Completion:

Mark Eyerman
Town Planner

Date

Reviewed for Compliance:

William Wells
Code Enforcement Officer

Date